



Information Technology Department

2nd Floor, Benilde Hall, 2544 Taft Ave.

User's Manual

CSBLIFE/Ordev Registration System

(CSBLIFE System/ OrdevReg System)

Version 1.0

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INFORMATION TECHNOLOGY DEPARTMENT

Preface and Acknowledgment

The concept of the **CSBLIFE/Ordev Registration System** came from Career and Placement Office (CPO) and Department of Student Life (DSL).

The project is a web-based system with two URL to accommodate two different user groups: ORDEV C users and CSBLIFE/ORDEV A & B users.

The purpose of the project is to improve the existing web-based system named OrdevReg System by enhancing its existing modules and adding essential features. By putting this project in place will help CPO and DSL improve their ORDEV and CSBLIFE activities given that some manual processes can be eliminated, records and information can easily be accessed, modified and tracked, and amount of time for reports generation can be lessened. The existing scope of the project covers the following areas: Student ORDEV A & B-accredited activities viewing, Student ORDEV C online registration, ORDEV A, B & C activities creation and posting, and reports generation. While, the additional scope of the project covers the following areas: Student ORDEV C attendance viewing, Student/ Faculty CSBLIFE-accredited activities viewing, CSBLIFE accreditation Application Form creation & approval, ORDEV C attendance management, ORDEV C email notification, and enhanced reports generation.

We would especially like to thank Mr. Ricson Singson Que, Ms. Norie M. Ador Dionisio, Mr. Levi V. Albania, Mr. Philip James G. Rocha, Mr. Earvin Bryan S. Co (BS-IS student), and Mr. Jonathan L. Broqueza for their contribution and support.

The following organizations & officers contributed in the development of the project:

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**Document Version History**

Date	Version	Description	Author
6/13/2011	1.0	CSBLIFE/ Ordev Registration System User's Manual	Goldelin P. Cabiltes



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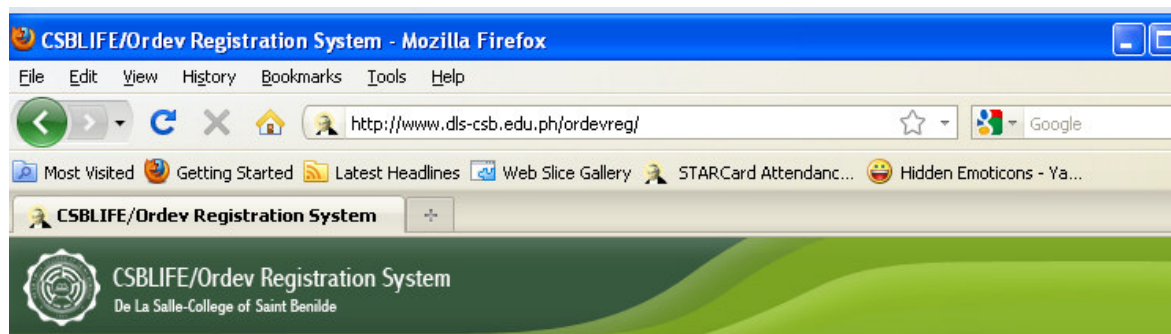
1 Definition of Terms

- 1.1 DSL – Department of Student Life
- 1.2 CPO – Career and Placement Office
- 1.3 OrdevReg System –CSBLIFE/ Ordev Registration System alias for ORDEV C users
- 1.4 CSBLIFE System – CSBLIFE/ Ordev Registration System alias for CSBLIFE/ ORDEV A & B Users

2 FOR ORDEV C STUDENTS

2.1 How to access OrdevReg System

- 2.1.1 Open your browser and type <http://www.dls-csb.edu.ph/ordevreg/>.
- 2.1.2 A login page will appear. Type your CSBInfoNet Account and password into the appropriate text boxes, and then click the **Sign In** button.



Please Login

Please enter your CSBInfoNet username and password.

Username:

Password:

Figure 2.1.1 OrdevReg System Login Page

Prepared by:	
Goldelin P. Cabiltes	Vanessa L. Agriz
Business Systems Analyst	Coordinator
Date:	Date:



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2.2 How to Pre-register your chosen ORDEV C Sessions

2.2.1 After a successful login from step 2.1.2, ORDEV C Sessions will be displayed in the page (Figure 2.2.1 ORDEV C Sessions Page). Click **Register** link (under ACTION column) of the ORDEV C Session you wish to register.

CSBLIFE/Ordev Registration System
De La Salle-College of Saint Benilde

SY 2010-2011, 3rd Term Logout

ANNOUNCEMENT
 Make it a habit to check this site for Official List of ORDEV Accredited Activities! Attend only Approved ORDEV accredited activities!...Come on time! *Doing Ordinary Things, Extraordinarily Well!!*

ID Number: 10862099
Name: CHOI, SI TIM
Degree: BSBA-CA
Section: A0D
Faculty: .

Please register for the ORDEV-C sessions now

Click [here](#) to view ORDEV C attendance report

TITLE	SCHEDULE TIME	VENUE	REGISTRATION PERIOD	ACTION
2nd Young Benildean Entrepreneurs Exposition (An Ordev-C Accredited Activity)	4/5/2011-4/6/2011, 10:00 am - 2:00 pm	2F International Hall, CSB Hotel	3/15/2011 - 7/5/2011	Register View
30th Young Hoteliers' Exposition (An Ordev C Accredited Activity)	3/14/2011-3/18/2011, Please refer to posters	CSB Hotel	2/4/2011 - 7/18/2011	Register View
Career Fair - Set 2 (Strictly for Ordev C Students Only)	3/10/2011-3/10/2011, 10:00 am - 4:00 pm	Augusto-Rosario Gonzalez Theater, 5F Mutien Marie Hall, Taft Campus	1/20/2011 - 7/10/2011	De-Register View

Figure 2.2.1 ORDEV C Sessions Page

2.2.2 A pop up box will appear with **Register** and **Close Window** buttons. Click **Register** button.

Registration CLOSE X

CSBLIFE/Ordev Registration System
De La Salle-College of Saint Benilde

Name: CHOI, SI TIM
IDNo: 10862099
Degree: BSBA-CA
Section: A0D
Name of Professor

Figure 2.2.2 Registration Box

2.2.3 Upon clicking the **Register** button, a System Message "Successfully Registered" will appear. Click **Close Window** button to close the Registration Box (Figure 2.2.2).

2.2.4 **PLEASE TAKE NOTE OF THE REGISTRATION DATE!**

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Date:	Date:



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2.2.5 To register for another ORDEV C session, simply follow the steps 2.2.1 to 2.2.4. Please note that in order to pass ORDEV C course, you are required to attend three (3) ORDEV C sessions of your choice on the specified dates you registered in.

2.3 How to view description of the ORDEV C Session

2.3.1 After a successful login from step 2.1.2, ORDEV C Sessions will be displayed in the page (Figure 2.3.1). Click the Title of the session you wish to view the description.

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SY 2010-2011, 3rd Term

Logout

ANNOUNCEMENT
Make it a habit to check this site for Official List of ORDEV Accredited Activities! Attend only Approved ORDEV accredited activities!...Come on time! "Doing Ordinary Things, Extraordinarily Well!"

ID Number: 10862099
Name: CHOI, SI TIM
Degree: BSBA-CA
Section: A00
Faculty:

Please register for the ORDEV-C sessions now

Click [here](#) to view ORDEV C attendance report

TITLE	SCHEDULE/TIME	VENUE	REGISTRATION PERIOD	ACTION
2nd Young Benildean Entrepreneurs Exposition (An Ordev-C Accredited Activity)	4/5/2011-4/6/2011, 10:00 am - 2:00 pm	2F International Hall, CSB Hotel	3/15/2011 - 7/5/2011	Register View
30th Young Hoteliers' Exposition (An Ordev C Accredited Activity)	3/14/2011-3/18/2011, Please refer to posters	CSB Hotel	2/4/2011 - 7/18/2011	Register View
Career Fair - Set 2 (Strictly for Ordev C Students Only)	3/10/2011-3/10/2011, 10:00 am - 4:00 pm	Augusto-Rosario Gonzalez Theater, SF Mutien Marie Hall, Taft Campus	1/20/2011 - 7/10/2011	De-Register View

Figure 2.3.1 ORDEV-C Sessions Page: Title of Session

2.3.2 A pop up box will appear (Figure 2.3.2) for you to view the description of the ORDEV C Session.

Session Details CLOSE

SESSION DETAIL

SY/Term: 2011-2012/1 **Status:** POSTED

Title: "Brand Me" (STRICTLY FOR ORDEV-C STUDENTS ONLY)

Description: Learn how to confidently package yourself effectively. This seminar will offer practical and time-tested tips in handling yourself professionally during job interviews and/or doing presentations. An industry expert and Benildean Alumnus will share with us his valuable experiences on the topic.

Schedule Date: 6/29/2011 - 6/29/2011

Schedule Time: 1:00 pm - 2:30 pm

Venue: Auditorium, 5th Flr Duerr Hall, Taft Campus

MaxCount: 150 **ChanceCount:** 50

Registration Start: 5/23/2011 **Registration End:** 6/29/2011

Figure 2.3.2 ORDEV C Session Description

2.3.3 Click **CLOSE** link (upper right corner of Figure 2.3.2) to return to ORDEV C Sessions Page (Figure 2.3.1).

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Business Systems Analyst	Coordinator
Date:	Date:



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2.4 How to de-register the ORDEV C Session you Pre-registered

- 2.4.1 From ORDEV C Sessions page (Figure 2.2.1), click **De-Register** link (under ACTION column) of the ORDEV C Session you wish to de-register. Notice that after you successfully de-registered, the **De-Register** link has been replaced with **Register** link.

2.5 How to view list of students who Pre-registered in ORDEV C Session

- 2.5.1 From ORDEV C Sessions page (Figure 2.2.1), click **View** link (under ACTION column). Detailed Registration and Attendance Page (Figure 2.5.1) will be displayed.

De La Salle-College of Saint Benilde Detailed Registration and Attendance Report SY 2010-2011, 3rd Term						
Title: 2nd Young Benildean Entrepreneurs Exposition (An Ordev-C Accredited Activity)						
Schedule: 4/5/2011 - 4/6/2011						
Venue: 2F International Hall, CSB Hotel						
Registered: 67 of 200 Chance (C): 0 of 100						
Date Generated: 6/14/2011 2:15:22 PM Generated by: 10862099						
ID NUMBER	NAME	DEGREE	SECTION	FACULTY	REG DATE/TIME (ONLINE)	TYPE
10854622	ABADIA, CARLOMAGNO	BS-HRIM	H34		1/1/1900	
10856080	ABES, CARISSA	BS-IHM	H32		1/1/1900	
10860339	ABUEL, ANGELO BERNABE	BS-HRIM	H34		1/1/1900	
10872973	ACU, ARIANNE CARLA	BS-HRIM	H34		1/1/1900	
10852131	ADIAZ, ANNE LORRAINE	BS-HRIM	HEH		1/1/1900	
10861459	ALCANTARA, MA. MARGARITA	BS-HRIM	H35		1/1/1900	
10860673	ALEJANDRO, JEROU JOSE	BS-HRIM	H32		1/1/1900	
10873333	ALEJO, JAIME ANGELO	BS-HRIM	HEH		1/1/1900	
10656375	ALMEDA, EDWARD MICHAEL	ABMMA	H32		3/28/2011 12:42:56 PM	R
10866841	ALONZO, DEOGARY ALLEN	BS-HRIM	H37		1/1/1900	
10775668	ANGELES, MICHAEL JOHN	BSBA-CA	H32		4/5/2011 11:58:02 AM	R
10897577	ANTONIO, ALDEN CHRISTOPHER	BS-IHM	A0K		1/1/1900	
10752943	AQUINO, MAVERICK SHAWN	ABMMA	DGE3		3/15/2011 9:42:13 PM	R

Figure 2.5.1 Registration Box

- 2.5.2 Click **CLOSE** link (upper right corner of Figure 2.5.1) to return to ORDEV C Sessions page (Figure 2.2.1).

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Business Systems Analyst	Coordinator
Date:	Date:



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2.6 How to view your ORDEV C Attendance

2.6.1 In ORDEV C Sessions Page (Figure 2.6.1), click **here** link.

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De La Salle-College of Saint Benilde

SY 2010-2011, 3rd Term

Logout

ANNOUNCEMENT

Make it a habit to check this site for Official List of ORDEV Accredited Activities! Attend only Approved ORDEV accredited activities!...Come on time! "Doing Ordinary Things, Extraordinarily Well!"

ID Number: 10862099
Name: CHOI, SI TIM
Degree: BSBA-CA
Section: A0D
Faculty:

Please register for the ORDEV-C sessions now

Click **here** to view ORDEV C attendance report

TITLE	SCHEDULE/TIME	VENUE	REGISTRATION PERIOD	ACTION
2nd Young Benildean Entrepreneurs Exposition (An Ordev-C Accredited Activity)	4/5/2011-4/6/2011, 10:00 am - 2:00 pm	2F International Hall, CSB Hotel	3/15/2011 - 7/5/2011	Register View
30th Young Hoteliers' Exposition (An Ordev C Accredited Activity)	3/14/2011-3/18/2011, Please refer to posters	CSB Hotel	2/4/2011 - 7/18/2011	Register View

Figure 2.6.1 ORDEV C Sessions Page: Click here link

2.6.2 Once you clicked **here** link, the system will display your ORDEV C Attendance (Figure 2.6.2 Student Attendance Report). Student Attendance Report will display all the activities that you have attended and credited by CPO.

CSBLIFE/Ordev Registration System
De La Salle-College of Saint Benilde

Logout

Student Attendance Report

SY 2010-2011, 3rd Term

ID Number: 10862099
Name: CHOI, SI TIM
Degree: BSBA-CA
Section: A0D
Faculty:

TITLE	ACTIVITY DATE/TIME
30th Young Hoteliers' Exposition (An Ordev C Accredited Activity)	3/14/2011, Please refer to posters

Print Back

Figure 2.6.2 Student Attendance Report

2.6.3 To print the Student Attendance Report (Figure 2.6.2), click **Print** button. A pop up window will be displayed similar to Figure 2.6.2. Use the print feature of your web browser to print the report.

Prepared by:	
Goldelin P. Cabiltes	Vanessa L. Agriz
Business Systems Analyst	Coordinator
Date:	Date:



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3 FOR ORDEV C FACULTY

3.1 How to access OrdevReg System

3.1.1 Open your browser and type <http://www.dls-csb.edu.ph/ordevreg/>.

3.1.2 A login page will appear. Type your CSBInfoNet Account and password into the appropriate text boxes, and then click the **Sign In** button.

ORDEV Registration System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.dls-csb.edu.ph/ordevreg/

Most Visited Getting Started Latest Headlines Web Slice Gallery STARCard Attendanc... Hidden Emoticons - Ya...

ORDEV Registration System

CSBLIFE/Ordev Registration System
De La Salle-College of Saint Benilde

Please Login

Please enter your CSBInfoNet username and password.

Username:

Password:

Sign In

Figure 3.1.1 OrdevReg System Login Page

Prepared by:	
Goldelin P. Cabiltes	Vanessa L. Agriz
Business Systems Analyst	Coordinator
Date:	Date:



3.2 How to view your students' attendance

3.2.1 After a successful login from step 3.1.2, Reports menu (Figure 3.2.1) will be displayed (left side of the screen). Select the report you want view. You will be directed to the page of that report.



Figure 3.2.1 Reports menu

3.2.2 The default display of SY/Term dropdowns is the current year and term.

How to display the report?

3.2.2.1 If you clicked **Attendance per Faculty** link in step 3.2.1, choose Faculty name using the dropdown menu. The report will display students per section, per name, and per date of event in ascending order.

3.2.2.2 If you clicked **Attendance per Section** link in step 3.2.1, choose Section using the dropdown menu. The report will display students per name and per date of event in ascending order.

3.2.2.3 If you clicked **Attendance per Event** link in step 3.2.1, choose the title of the event using the dropdown menu. The report will display students per name in ascending order.

3.2.2.4 If you clicked **Attendance per Student** link in step 3.2.1, type the ID number of the student that you want to view, and then click **Submit** button. The report will display events attended by the student per date of event in ascending order.

3.2.3 To print the report, click the **Print** button found at the upper middle portion of the page.

Prepared by:	
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Business Systems Analyst	Coordinator
Date:	Date:



INFORMATION TECHNOLOGY DEPARTMENT

4 FOR CSBLIFE/ ORDEV A & B STUDENTS

4.1 How to access CSBLIFE System (For CSBLIFE and ORDEV A & B Students)

4.1.1 Open your browser and type <http://www.dls-csb.edu.ph/csblife/>.

4.1.2 A login page will appear. Type your CSBInfoNet Account and password into the appropriate text boxes, and then click the **Sign In** button.

ORDEV Registration System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.dls-csb.edu.ph/ordevreg/

Most Visited Getting Started Latest Headlines Web Slice Gallery STARCard Attendanc... Hidden Emoticons - Ya...

ORDEV Registration System

CSBLIFE/Ordev Registration System
De La Salle-College of Saint Benilde

Please Login

Please enter your CSBInfoNet username and password.

Username:

Password:

Sign In

Figure 4.1.1 CSBLIFE System Login Page

Prepared by:	
Goldelin P. Cabiltes	Vanessa L. Agriz
Business Systems Analyst	Coordinator
Date:	Date:



INFORMATION TECHNOLOGY DEPARTMENT

4.2 How to view CSBLIFE activities (for CSBLIFE students only)

- 4.2.1 After a successful login from step 4.1.2, CSBLIFE activities will be displayed in the page. Click the Title of the CSBLIFE activity you wish to view the details.

TITLE	SCHEDULE	VENUE
LIFE AFTER COLLEGE	July 22, 2011 , 6:00 - 9:00 pm	Augusto Gonzales Theatre
1st Young Hoteliers' Exposition (YHE) - 5th Manila Foods and Beverages Exposition (MAFBEX)	June 15-19, 2011 , 9:00am-7:00pm	World Trade Center, Pasay
Karilyo	June 15 & 17, 2011 , 1:00 & 7:00 pm	5th Floor Augusto-Rosario Gonzalez Theater
Film Showing	July 14, 2011 , 8PM to 11PM	MOA
lifebox seminar	June 17, 2011 , 1-2:30	m307
STAR Recital 2011	June 1, 2 & 3, 2011 , 1:00 & 7:00 pm	5th Floor Augusto-Rosario Gonzalez Theater
EMP Frosh General Assembly & Academic Seminar	June 1, 2011 , 1-2:30pm	Auditorium (5/f Duerr)

Figure 4.2.1 CSBLIFE Activities Page

- 4.2.2 A pop up box will appear (Figure 4.2.2 CSBLIFE Activity Details) for you to view the details of the CSBLIFE activity.

CSBLIFE ACTIVITY DETAILS

SY/TERM: 2011-2012/1

Title: LIFE AFTER COLLEGE

Synopsis: The symposium enjoins Human Resource Management majors who are the point of taking up their major subjects. The invited speakers are HR practitioners who are directly involved in the recruitment, selection and hiring of individuals. This aims to relate classroom theories of HR (particularly Individual Behavior) to future careers in HR.

Organizer: HR Department

Contact Person: Raiza Iturralde/0916-6762668qHRM Office

Ticket Price: Php100.00

Ticket Booth Location: 3rd floor Lobby and LRC lobby

Guide Questions:

1. What is your reason in choosing a course in line with Human Resources Management?
2. What industry are you interested in?
3. What position are you targeting upon graduation?
4. What companies appeal to you? Why?
5. What factors would influence your choice of company and position?

Schedule: July 22, 2011, 6:00 - 9:00 pm

Venue: Augusto Gonzales Theatre

CLOSE

Figure 4.2.2 CSBLIFE Activity Details

- 4.2.3 Click **CLOSE** link (upper right corner of Figure 4.2.2) to return to CSBLIFE Activities Page (Figure 4.2.1).

Prepared by:	
Goldelin P. Cabiltes	Vanessa L. Agriz
Business Systems Analyst	Coordinator
Date:	Date:



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4.3 How to view ORDEV A & B activities (for ORDEV A & B students only)

- 4.3.1 After a successful login from step 4.1.2, ORDEV A and B activities will be displayed in the page (Figure 4.3.1 ORDEV A & B Activities Page). Click the title of the ORDEV A & B activity you wish to view the details.

CSBLIFE/Ordev Registration System
De La Salle-College of Saint Benilde

SY 2010-2011, 3rd Term

Logout

ANNOUNCEMENT

Make it a habit to check this site for Official List of ORDEV Accredited Activities! Attend only Approved ORDEV accredited activities!...Come on time! "Doing Ordinary Things, Extraordinarily Well!"

ID Number: 10773738
Name: ALBANO, MICHAEL CARMELO FRIALA
Degree: AB-CDA

ORDEV A & B Activities
(For ORDEV A & B Students)

Note: Click the "Activity Title" to view the details"

TITLE	SCHEDULE	VENUE
"Musika para sa Hacienda Luisita"	4/15/2011, 2:00-6:00	10th Floor DLS-CSB SDA, Green Room (A1001)
Lupang Napako	4/13/2011, C-Break	M-502, M-504, M-506
High Voltage: CSB Battle of the Bands	4/13/2011, 6:00 - 9:00	5th flr SDA Theater
Dekada '70 Film Showing	4/12/2011, 6:00-9:00pm	Auditorium
You Screen - Free For All Film Festival	4/11/2011, 10am - 6pm	12th floor SDA Campus Cinema

Figure 4.3.1 ORDEV A & B Activities Page

- 4.3.2 A pop up box will appear (Figure 4.3.2 ORDEV A & B Session Details) for you to view the details of the ORDEV A & B activity.

CLOSE

SESSION DETAILS

Title: Lupang Napako

Description: A film viewing of a documentary film about hacienda luisita farmers. There would be a price ticket of P30, and the whole fund will be given to Hacienda Luisita Farmers as a form of help.

Organizer: LF1X NSTPCWT

Ticket Price: P 30.00

Guide Questions:

Schedule: 4/13/2011, C-Break

Venue: M-502, M-504, M-506

Figure 4.3.2 ORDEV A & B Session Details

- 4.3.3 Click **CLOSE** link (upper right corner of Figure 4.3.2) to return to ORDEV A & B Activities Page (Figure 4.3.1).

Prepared by:	
Goldelin P. Cabiltes	Vanessa L. Agriz
Business Systems Analyst	Coordinator
Date:	Date:



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5 FOR CSBLIFE FACULTY

5.1 How to access CSBLIFE System

- 5.1.1 Open your browser and type <http://www.dls-csb.edu.ph/csblife/>.
- 5.1.2 A login page will appear. Type your CSBInfoNet Account and password into the appropriate text boxes, and then click the **Sign In** button (See Figure 4.1.1 CSBLIFE System Login Page).

5.2 How to create and submit CSBLIFE Application Form

- 5.2.1 After a successful login from step 5.1.2, click **CSBLIFE Application Form** link from the menu (left side of the screen).

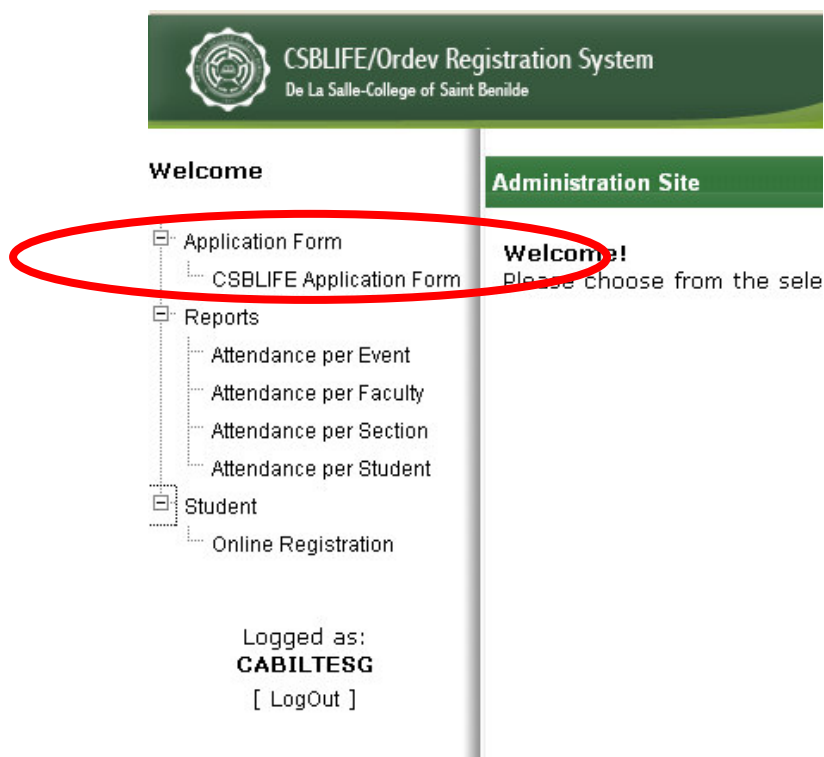


Figure 5.2.1 CSBLIFE System Menu

Prepared by:	
Goldelin P. Cabiltes	Vanessa L. Agriz
Business Systems Analyst	Coordinator
Date:	Date:



5.2.2 A screen will appear for you to create new CSBLIFE Accreditation Application Form. Click **Create New** button.

CSBLIFE/Ordev Registration System
De La Salle-College of Saint Benilde

Logout

CSBLIFE Accreditation Application Form

[Create New](#)

School Year/Term: 2011-2012 1st

TITLE	DATE APPLIED	STATUS	REMARKS
STAR Recital 2011	5/26/2011	Approved	

[Back](#)

Figure 5.2.2 Create/Search CSBLIFE Accreditation Application Form Page

Prepared by:	
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Business Systems Analyst	Coordinator
Date:	Date:



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- 5.2.3 After clicking Create New button, CSBLIFE Accreditation Application Form will appear. Fill in all sections of the form and read all the reminders. To fill in the form, follow steps 5.2.3.1 to 5.2.3.4 carefully

How to fill in the CSBLIFE Accreditation Application Form?

- 5.2.3.1 Answer all required fields (indicated with red asterisk *****) from top (**School Year/Term** fields) to **SYNOPSIS OF THE ACTIVITY** section in the form (see Figure 5.2.3), and then click **Save** button. The system will display “Record has been saved.”. Make sure that the system has successfully saved the information before proceeding to step 5.2.3.2.

CSBLIFE Accreditation Application Form

INSTRUCTIONS

1. Fill in all sections of the form and please read all the reminders.
2. Submit this form seven working days before the activity date.
3. Participants should be able to relate the activity to the Benildean college life and the Benildean Core Values.
4. The ORGANIZER should view the submitted CSBLIFE Accreditation Application Form at least a week after submission.

Date Applied: Prepared by: Cabiltes, Goldelin P.

*School Year/Term: Status: Pending

*Title of the Activity:

*Venue:

*Date:

*Time:

*Means of Advertisement:

*Sponsoring Institution, Office or Accredited Student Organization:

Ticket Price:

Ticket Booth Location:

HOW DOES THE ACTIVITY EXEMPLIFY THE BENILDEAN CORE VALUES?

1. Sense of Nationhood
2. Appreciation of One's Uniqueness
3. Creative
4. Deeply Rooted in Faith
5. Professionally Competent
6. Socially Responsible

SYNOPSIS OF THE ACTIVITY

REMINDER: Please click SAVE button before proceeding to "CONTACT PERSONS (ORGANIZERS)".

Save

CONTACT PERSONS (ORGANIZERS)

CONTACT NO.	LOCATION/ROOM NO.
ADSF	ADF

Figure 5.2.3 CSBLIFE Accreditation Application Form: from top (School Year/Term) to SYNOPSIS OF THE ACTIVITY

Prepared by:	
Goldelin P. Cabiltes	Vanessa L. Agriz
Business Systems Analyst	Coordinator
Date:	Date:



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5.2.3.2 Proceed to **CONTACT PERSON (ORGANIZERS) Section** to add/update/delete a contact person (See Figure 5.2.4).

To ADD a contact person, fill in the CONTACT PERSON, CONTACT NO. and LOCATION/ROOM NO. text boxes, and then click Add button. A System Message “Record has been added.” will be displayed. Notice that the added record is inserted in the table (CONTACT PERSONS Table). If you wish to add another contact person, simply repeat the ADD process.

To UPDATE the details of an existing contact person, click the desired contact person from the table (CONTACT PERSONS Table), and then the system will display the contact person and the details in the text boxes. Change the details in the text boxes, and then click Update button. A confirmation box stating “Are you sure you want to update this record?” will appear with OK and Cancel button. Click OK button, and then a System Message “Record has been updated” will appear. Notice that the updated record is displayed in the table.

To delete an existing contact person, click the desired contact person from the table (CONTACT PERSONS Table), and then the system will display the contact person and the details in the text boxes. Click Delete button. A confirmation box stating “Are you sure you want to delete this contact details?” will appear with OK and Cancel button. Click OK button, and then a System Message “Record has been deleted” will appear. Notice that the deleted record is removed in the table.

CONTACT PERSONS (ORGANIZERS) Section

SYNOPSIS OF THE ACTIVITY

Synopsis of the Activity....|

REMINDER: Please click SAVE button before proceeding to "CONTACT PERSONS(ORGANIZERS)".

Save

CONTACT PERSONS (ORGANIZERS)	CONTACT NO.	LOCATION/ROOM NO.
Person 1	02-4555858	Location 1
Person 2	0917-0000000	Location 2

CONTACT PERSONS Table

*CONTACT PERSON

*CONTACT NO.

*LOCATION/ROOM NO.

REMINDER: To add a Contact Person, fill in the textboxes then click ADD button. To update / delete, select the desired Contact Person, modify(if update), then click UPDATE / DELETE button.

Add Update Delete Clear

FIVE GUIDE QUESTIONS FOR THE PARTICIPANTS' REFLECTION.

Figure 5.2.4 CSBLIFE Accreditation Application Form: CONTACT PERSONS (ORGANIZERS) Section

Prepared by:	
Goldelin P. Cabiltes	Vanessa L. Agriz
Business Systems Analyst	Coordinator
Date:	Date:



INFORMATION TECHNOLOGY DEPARTMENT

5.2.3.3 After saving contact persons, proceed to **Five Guide Questions for the Participants' Reflection Section** to add/update/delete a guide question (see Figure 5.2.5).

To ADD a guide question, fill in the NO. and GUIDE QUESTION text boxes, and then click Add button. A System Message "Record has been added." will be displayed. Notice that the added record is inserted in the table (Five Guide Questions Table). Make sure that you have added five (5) questions before proceeding to step 5.2.3.4. If you wish to add another guide question, simply repeat the ADD process.

To UPDATE an existing guide question, click the desired guide question from the table (Five Guide Questions Table), and then the system will display the guide question details in the text boxes. Change the details in the text boxes, and then click Update button. A confirmation box stating "Are you sure you want to update this record?" will appear with OK and Cancel button. Click OK button, and then a System Message "Record has been updated" will appear. Notice that the updated record is displayed in the table.

To delete an existing guide question, click the desired guide question from the table (Five Guide Questions Table), and then the system will display the guide question details in the text boxes. Click Delete button. A confirmation box stating "Are you sure you want to delete this guide question details?" will appear with OK and Cancel button. Click OK button, and then a System Message "Record has been deleted" will appear. Notice that the deleted record is removed in the table.

Five Guide Questions for the Participants' Reflection Section

PERSONS (ORGANIZERS)

CONTACT NO.	LOCATION/ROOM NO.
02-4555858d	Location 1
0917-0000000	Location 2

*CONTACT PERSON
*CONTACT NO.
*LOCATION/ROOM NO.

REMINDER: To add a Contact Person, fill in the textboxes then click ADD button. To update / delete, select the desired Contact Person, modify(if update), then click UPDATE / DELETE button.

Add Update Delete Clear

FIVE GUIDE QUESTIONS FOR THE PARTICIPANTS' REFLECTION.

No.	Guide Questions
1	Guide Question 1
2	Guide Question 2
3	Guide Question 3

*NO
*GUIDE QUESTIONS

REMINDER: To add a Guide Question, fill in the textboxes then click ADD button. To update / delete, select the desired Guide Question, modify(if update), then click UPDATE / DELETE button.

Add Update Delete Clear

Submit Print Back

Click [here](#) to view Attendance report

Figure 5.2.5 CSBLIFE Accreditation Application Form: Five Guide Questions for the Participants' Reflection Section

Prepared by:	
Goldelin P. Cabiltes	Vanessa L. Agriz
Business Systems Analyst	Coordinator
Date:	Date:



INFORMATION TECHNOLOGY DEPARTMENT

5.2.3.4 Once all sections of the form have been answered, click **Submit** button located at the bottom of CSBLIFE Accreditation Application Form (see Figure 5.2.6). A confirmation box stating “Are you sure you want to submit this Activity? Once submitted you can no longer update it.” will appear with OK and Cancel button. Click OK button, and then a System Message “Activity has been submitted.” will be displayed.

REMINDER: Please click SAVE button before proceeding to "CONTACT PERSONS(ORGANIZERS)".

Save

CONTACT PERSONS (ORGANIZERS)	CONTACT NO.	LOCATION/ROOM NO.
Person 1	02-4555858d	Location 1
Person 2	0917-0000000	Location 2

*CONTACT PERSON

*CONTACT NO.

*LOCATION/ROOM NO.

REMINDER: To add a Contact Person, fill in the textboxes then click ADD button. To update / delete, select the desired Contact Person, modify(if update), then click UPDATE / DELETE button.

Add Update Delete Clear

FIVE GUIDE QUESTIONS FOR THE PARTICIPANTS' REFLECTION.

No.	Guide Questions
1	Guide Question 1
2	Guide Question 2
3	Guide Question 3
4	asdf
5	adf

*NO

*GUIDE QUESTIONS

REMINDER: To add a Guide Question, fill in the textboxes then click ADD button. To update / delete, select the desired Guide Question, modify(if update), then click UPDATE / DELETE button.

Add Update Delete Clear

Submit Print Back

Click [here](#) to view Attendance report

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Figure 5.2.6 Submit CSBLIFE Accreditation Application Form

Prepared by:	
Goldelin P. Cabiltes	Vanessa L. Agriz
Business Systems Analyst	Coordinator
Date:	Date:



INFORMATION TECHNOLOGY DEPARTMENT

5.3 How to view/ print CSBLIFE Application Form

5.3.1 After clicking CSBLIFE Application Form link from the menu (See Figure 5.2.1), Create/Search CSBLIFE Accreditation Application Form Page will appear (See Figure 5.2.2). Select the current School Year and Term in the appropriate dropdown boxes, and then the system will display all CSBLIFE Application Forms you created during the specified SY/Term on the same page (Figure 5.2.2).

5.3.2 Click the Title of CSBLIFE Application Form you wish to view (Figure 5.2.2), and then the system will display the form similar to figure below (Figure 5.3.1).

CSBLIFE Accreditation Application Form

INSTRUCTIONS
 1. Fill in all sections of the form and please read all the reminders.
 2. Submit this form seven working days before the activity date.
 3. Participants should be able to relate the activity to the Benildean college life and the Benildean Core Values.
 4. The ORGANIZER should view the submitted CSBLIFE Accreditation Application Form at least a week after submission.

Date Applied: 5/26/2011

*School Year/Term: 2011-2012 1st

*Title of the Activity: STAR Recital 2011

*Venue: 5th Floor Augusto-Rosario Gonzalez Theater

*Date: June 1, 2 & 3, 2011

*Time: 1:00 & 7:00 pm

*Means of Advertisement: Poster and TVC

*Sponsoring Institution, Office or Accredited Student Organization: Office of Culture and Arts

Ticket Price:

Ticket Booth Location: 3rd Floor Mutien Marie Hallway

Prepared by: Siboliniao, Eloisa Sherr

*Status: Approved

HOW DOES THE ACTIVITY EXEMPLIFY THE BENILDEAN CORE VALUES?

1. Sense of Nationhood
 2. Appreciation of One's Uniqueness
 3. Creative
 4. Deeply Rooted in Faith
 5. Professionally Competent
 6. Socially Responsible

Uplifts one's nationalism and one's creativeness through local arts.

SYNOPSIS OF THE ACTIVITY

The STAR Recital 2011 is the culminating activity of Summer Training and Artist Recruitment of incoming freshmen and aspiring artists of the college and young participants. It will showcase original works of the guest trainers and OCA student artists. This culminating activity will also showcase the talents of the participants who went thru 6-week intensive training.

REMEMINDER: Please click SAVE button before proceeding to "CONTACT PERSONS(ORGANIZERS)".

CONTACT PERSONS (ORGANIZERS)

CONTACT NO.	LOCATION/ROOM NO.
Ella Siboliniao	5287441 loc 256 4th Floor Miguel Febres Cordero Bldg.

*CONTACT PERSON

*CONTACT NO.

*LOCATION/ROOM NO.

REMEMINDER: To add a Contact Person, fill in the textboxes then click ADD button. To update / delete, select the desired Contact Person, modify(if update), then click UPDATE / DELETE button.

Add
Update
Delete
Clear

FIVE GUIDE QUESTIONS FOR THE PARTICIPANTS' REFLECTION.

No. Guide Questions

1. What Benildean Core Values have you learned from the STAR Recital 2011 (Shadow Play, Intermediate Acting, Dance and Coro) performances?
2. What scene/production did you like the most?
3. How does it affect you as a Benildean-Lasallian?
4. Among the core values, what struck you the most based from the production that you watched?
5. Give a short reflection from the production that you have seen?

*NO

*GUIDE QUESTIONS

REMEMINDER: To add a Guide Question, fill in the textboxes then click ADD button. To update / delete, select the desired Guide Question, modify(if update), then click UPDATE / DELETE button.

Add
Update
Delete
Clear

Submit
Print
Back

Click [here](#) to view Attendance report

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Figure 5.3.1 CSBLIFE Accreditation Application Form

Prepared by:	
Goldelin P. Cabiltes	Vanessa L. Agriz
Business Systems Analyst	Coordinator
Date:	Date:



- 5.3.3 To print the CSBLIFE Accreditation Application Form, click **Print** button located at the bottom of the form (middle of Submit and Back buttons in Figure 5.3.1). A pop up window displaying the form will appear. Use the print feature of your web browser to print the report
- 5.3.4 To print Attendance Report template, click **here** link located at the bottom of the form (below the Submit, Print and Back buttons in Figure 5.3.1). A pop up window will be displayed similar to figure below (Figure 5.3.2 CSBLIFE Activity Attendance Report). Use the print feature of your web browser to print the report.

Attendance Report
CSBLIFE Activity
CSBLIFE _____ (Section)
Ms /Mr. _____ (CSBLIFE Teacher)

Attendees:

1. _____	Event Title: _____
2. _____	Date and Time: _____
3. _____	Venue: _____
4. _____	
5. _____	
6. _____	Organizer: _____
7. _____	Contact Person: _____
8. _____	Contact Number: _____
9. _____	
10. _____	
11. _____	Prepared by: _____
12. _____	Date Submitted: _____
13. _____	Signature: _____
14. _____	
15. _____	
16. _____	
17. _____	
18. _____	
19. _____	
20. _____	
21. _____	
22. _____	
23. _____	
24. _____	
25. _____	
26. _____	
27. _____	
28. _____	
29. _____	
30. _____	

Note: This form is to be submitted to the CSBLIFE Coordinator not later than seven working days after the event.

Figure 5.3.2 CSBLIFE Activity Attendance Report

Prepared by:	
Goldelin P. Cabiltes	Vanessa L. Agriz
Business Systems Analyst	Coordinator
Date:	Date:



6 CLICK LOGOUT

6.1 When you are finished, click **Logout** link for security purposes.

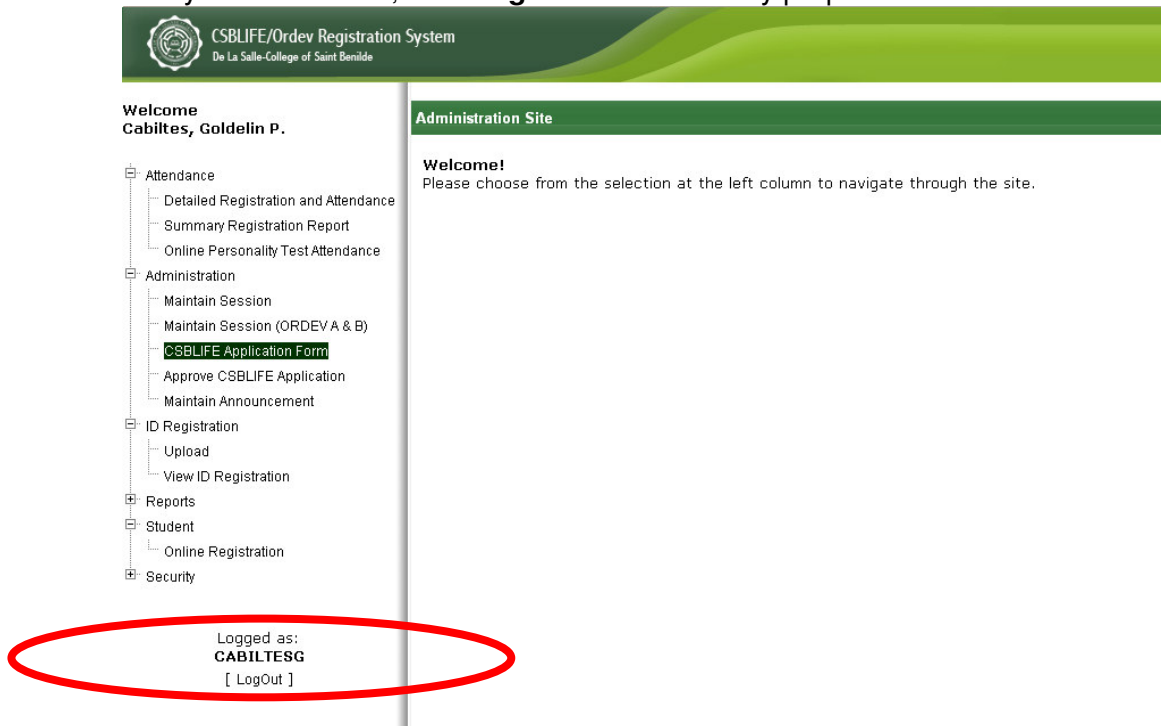


Figure 6.1 CSBLIFE/Ordev Registration System Logout

Prepared by:		Approved by:			Noted by:
Goldelin P. Cabiltes Business Systems Analyst	Vanessa L. Agriz Coordinator	Ma. Teresa D. Jose CPO Head	Neilvin G. Navarrete CSBLIFE Coordinator	Jonathan L. Broqueza ITDO Head	Randy G. Tandoc ISPC Director
Date:		Date:	Date:	Date:	Date: